How to Register in the Account Management and Provisioning System (AMPS) for SLES Access

The purpose of this How to is to provide instructions on requesting a role in AMPS for access to the DoD Shelf-Life Extension System (SLES) website. Note: “Enable Editing” in this document for hyperlinks to work.

Before selecting a role in AMPS, see page 5 for role descriptions. If the role requested does not match your job description it will be rejected and you must register again.

If your account has been fully provisioned and you still experience log on issues, try these tips.

To request access to SLES through AMPS follow these instructions:

1. From the SLES landing page, click on the ‘Request SLES access via AMPS” button or go directly to the AMPS Website.

2. DOD users will select DOD EMAIL Certificate when Windows Security window appears. Non-DOD users will be directed to the AMPS Gateway screen shown in step 4.

3. Click Ok.
4. All users click on the **Click Here for Access to AMPS link.**
   (If you need further instruction, the AMPS Gateway page contains User Guides and Job Aids)

![AMPS Gateway Home Screen](image)

### DETAILED AMPS USER GUIDES ARE LOCATED ON THIS PAGE

5. Click **OK** when the Single Sign-On Authentication window appears.

![Single Sign-on Authentication Screen](image)

**First Time Users will create a new AMPS account.** Follow the on-screen prompts to enter your personal information.

![First Time User Login](image)

After your AMPS account is complete, close your browser and re-open your browser to log-in and request your role.
6. Click **Request Role** located under the Requests heading.

![Role Request Main Screen](image)

7. Click **Accept** button when the DLA Privacy Act Statement screen appears.

![DLA Privacy Act Statement Screen](image)

8. Update/verify user information. Be sure your Cyber Awareness Certification Date is current and correct. NOTE: All mandatory fields are marked with an asterisk (*) and must be completed.

![User Information Screen](image)
9. Click **Next** when updates and mandatory fields are completed.

![User Information Screen](image)

10. In the Search Roles window, enter **SLES** in the Role Name field and click Search.

![SLES Role Request Search Screen](image)

11. Select a Role window will appear. (See page 5 for role descriptions before adding a role)

![EBS Prod SLES Role Request](image)
## DLA & DLA Contractors SLES Roles

*(non-DLA & non-DOD users scroll down for more job roles)*

One of the following EBS PROD – SLES Job Definitions (JD's) is required to obtain access. **A Write role means that the user records extension data or test results into the SLES database. If your job does not require this function, select Read Only.**

### Primary Roles
- **Primary Roles** - choose one of the following if you **DO NOT** have an EBS primary role:

<table>
<thead>
<tr>
<th>Primary Role Name</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBS Prod - SLES Administrator JD-00910</td>
<td>Functional and technical web admins only</td>
</tr>
<tr>
<td>EBS Prod - SLES MQCSS Read Write JD-00913</td>
<td>Product Specialist enters extension standards data</td>
</tr>
<tr>
<td>EBS Prod - SLES MQCSS and QSL Read Write JD-00911</td>
<td>SLES POC enters extension standards or lab results</td>
</tr>
<tr>
<td>EBS Prod - SLES MSS Read Write JD-00915</td>
<td>Equipment Specialist enters local stock numbers</td>
</tr>
<tr>
<td>EBS Prod - SLES QSL Read Write JD-00917</td>
<td>Approved laboratory enters lab test results</td>
</tr>
<tr>
<td>EBS Prod - SLES Read Only JD-00919</td>
<td>Users who VIEW MQCSS &amp; QSL extension data</td>
</tr>
</tbody>
</table>

### Bolt-on Roles
- **Bolt-on Roles** – choose one of the following if you **DO** have an EBS primary role:

<table>
<thead>
<tr>
<th>Bolt-on Role Name</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBS Prod Additional - SLES Administrator JD-0910B</td>
<td>Functional and technical web admins only</td>
</tr>
<tr>
<td>EBS Prod Additional - SLES MQCSS Read Write JD-0913B</td>
<td>Product Specialist enters extension standards data</td>
</tr>
<tr>
<td>EBS Prod Additional - SLES MQCSS and QSL Read Write JD-0911B</td>
<td>SLES POC enters extension standards or lab results</td>
</tr>
<tr>
<td>EBS Prod Additional- SLES MSS Read Write JD-0915B</td>
<td>Equipment Specialist enters local stock numbers</td>
</tr>
<tr>
<td>EBS Prod Additional- SLES QSL Read Write JD-0917B</td>
<td>Approved laboratory enters lab test results</td>
</tr>
<tr>
<td>EBS Prod Additional - SLES Read Only JD-0919B</td>
<td>Users who VIEW MQCSS &amp; QSL extension data</td>
</tr>
</tbody>
</table>

### Non-DLA and Non-DOD User Roles
- **Non-DLA and Non-DOD User Roles**

One of the following EBS PROD External – SLES Job Definitions (JD's) is required to obtain access. **A Write role means that the user records extension data or test results into the SLES database. If your job does not require this function, select Read Only.**

### Primary Roles
- **Primary Roles** – choose one of the following if you **DO NOT** have an EBS primary role:

<table>
<thead>
<tr>
<th>Primary Role Name</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBS Prod External – SLES External MQCSS Read Write JD-00914</td>
<td>Item Manager enters extension standards data</td>
</tr>
<tr>
<td>EBS Prod External – SLES External MQCSS and QSL Write JD-00912</td>
<td>SLES POC enters extension data or lab results</td>
</tr>
<tr>
<td>EBS Prod External – SLES External QSL Read Write JD-00918</td>
<td>Approved laboratory enters lab test results</td>
</tr>
<tr>
<td>EBS Prod External – SLES External Read Only JD-00920</td>
<td>Users who VIEW MQCSS &amp; QSL extension data</td>
</tr>
</tbody>
</table>

### Bolt-on Roles
- **Bolt-on Roles** – choose one of the following if you **DO** have an EBS primary role:

<table>
<thead>
<tr>
<th>Bolt-on Role Name</th>
<th>Role Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>EBS Prod External Additional – SLES External MQCSS Read Write JD-00914B</td>
<td>Item Manager enters extension standards data</td>
</tr>
<tr>
<td>EBS Prod External Additional – SLES External MQCSS and QSL Write JD-00912B</td>
<td>SLES POC enters extension data or lab results</td>
</tr>
<tr>
<td>EBS Prod External Additional – SLES External QSL Read Write JD-00918B</td>
<td>Approved laboratory enters lab test results</td>
</tr>
<tr>
<td>EBS Prod External Additional – SLES External Read Only JD-00920B</td>
<td>Users who VIEW MQCSS &amp; QSL extension data</td>
</tr>
</tbody>
</table>
12. Select the appropriate role and click on Move Arrow. Ensure that the role selected is placed in the Selected Roles box. Only select one role.

13. Click Next.

If you only need to VIEW SLES MQCSS & QSL DATA, select READ ONLY.

“Write roles” are for product specialist, item manager, and labs/chemist.
14. Complete Justification box. Type summary indicating why access to SLES is required and click Next.

15. Click Submit.
16. Click **OK** when the Role Request Confirmation window appears.

Thank you! You have now completed your request for an EBS Production SLES role. Please note the following steps in the approval process indicated below. Each level of approval must be obtained for your role to be authorized.

- Supervisor
- Security Officer (SO)
- Data Owner (DO)
- Information Assurance Officer (IAO)

**NOTE:** DLA employees will not receive an email confirmation at the Security Officer (SO) step or Information Assurance Officer (IAO) step.

*Non-DLA users* - Each authorizing point of contact (POC) listed in your AMPS profile has 20 days to approve your request before it expires. If your request is not approved within the allotted timeframe at each step, it will expire and you will have to re-register. If you notice your request has been sitting at the supervisor or security officer level for multiple days, please follow up with the POC to ensure they know your request is awaiting their approval. If you are unsure of who your security officer POC is, please ask your supervisor or look at the list of security officer POCs listed in your AMPS profile.

Your access request for [DoD Shelf-Life Extension System (SLES)](https://example.com) is complete when you receive an email from AMPS stating that your account has been fully approved and provisioned.

**Log-in troubleshooting tips included on page 9-10**
IS YOUR ACCOUNT PROVISIONED AND YOU STILL EXPERIENCE ISSUES?
Try these tips:
Ensure you are selecting your E-mail certificate when prompted.

1) Restart your browser
2) Ensure that you are logging into SLES with the same certificate (e-mail certificate) that you used to sign up/sign into AMPS.
3) Ensure that your POP-UP Blocker is not active
   (In your internet browser - follow steps 1-3, right)

4) Add https://www.dla.mil to your trusted sites
   (In your internet browser – follow steps 1-5, right). Next Restart your browser and try to access SLES again.
5) If none of the above steps work, please call Enterprise Help Desk at 1-855-351-0001, option 2 for AMPS and ask them to verify that you don't have 2 AMPS profiles or accounts. Sometimes a user may have registered with a previous e-mail address and/or CAC and this will cause a user to be directed to the user name / pw page. Enterprise Help Desk will check your account and deactivate one if needed.

6) After speaking with Help Desk, restart your computer and try to access again https://www.shelflife.dla.mil.
   a. Users external to DLA may use the external portal url: https://business.dla.mil/landing/index.jsp
   b. Users internal to DLA may use the internal portal url: https://pep1.bsm.dla.mil

7) If you are still unable to log in, please wait 24 hours and try to access again.

If you are still unable to access the SLES website, please call Enterprise Help Desk to open a ticket.

For Questions:
Contact the Enterprise Help Desk
Call: 1-855-352-0001, option 2 for AMPS
Email: Enterprise Help Desk  (Please include screenshots of the issue)